

**UNIVERSITY OF DAYTON SCHOOL OF LAW  
LAW LIBRARY**

**MATERIALS SELECTION POLICY**

**A. IN GENERAL**

This policy is intended to provide a continuous well-balanced materials acquisition plan, which will guarantee the quality of selection of specific titles for the Law Library either by purchase or by gift. The primary aim of this policy is to develop a collection, within the limits of budget and space, that will be adequate to support the teaching, research, and writing programs of the faculty and students of the School of Law, now and in coming years.

**B. DEFINITION**

Law Library materials are defined as print and nonprint materials (books, periodicals, loose-leaf services, pamphlets, newspapers, microforms, on-line systems, etc.) organized and housed for retrieval and use by the members of the law community.

**C. RESPONSIBILITIES**

The Director of the Law Library has the responsibility for implementation of this Materials Selection Policy and for the maintenance and development of the Law Library collections, facilities, and services. The Acquisitions Librarian assists the Director in implementing the selection policy by examining and reviewing information regarding Law Library materials.

Faculty members are strongly encouraged to recommend materials to support both their research efforts and the courses they teach, using the standards contained in this policy and following the priorities outlined in the Book Selection Process. Faculty and student recommendations for the purchase of material are encouraged and will be given primary consideration by the Law Library staff. However, no purchases will be made of titles that are obviously personal or for the exclusive or temporary benefit of one individual.

**D. SELECTION CRITERIA**

The following criteria will be applied in making an acquisition decision:

- (1) Authoritativeness of the author or publisher
- (2) Significance of the subject matter
- (3) Accuracy of information and data therein
- (4) Potential for known use by patrons
- (5) Importance to total collection
- (6) Appearance of title in important bibliographies, and recognized reviewing media
- (7) Current and/or permanent value
- (8) Scarcity of materials on the subject
- (9) Availability of material elsewhere in the region
- (10) Price

- (12) Format (print, microfilm, etc.)
- (13) Physical quality (binding, print, margins, size, etc.)
- (14) Duplication
- (15) Available space
- (16) Maintenance

#### E. COLLECTION RE-EVALUATION

It is the policy of the Law Library to re-evaluate its collection continuously in conjunction with the selection of new and replacement materials, in consultation with the faculty. Discarding of old or unnecessary materials is an important step in keeping library resources alive and up-to-date. Materials to be discarded may be sold, destroyed, or given away.

#### F. GIFTS

The Law Library encourages and appreciates gifts of appropriate materials to its collection. For reasons of efficiency, however, the Law Library should receive a list of the materials included in such a gift before it is made, so that the appropriateness of the materials to the collection can be determined. Because of the high cost of labor and shelf space, only those gifts that are appropriate and will enhance the collection will be accepted. No conditional gifts will be accepted.

The following conditions apply to all gifts accepted:

- (1) The Law Library will determine the classification, housing and circulation of all gift items.
- (2) The Law Library retains the right to dispose of gifts at any time and in any manner deemed appropriate.
- (3) The donor is expected to place a value on the gift according to University of Dayton policy. While a letter acknowledging the gift will state the value as determined by the donor, the Law Library will not be responsible for the monetary valuation statement of the donor for tax or other purposes.